



2006 Fire Service Instructor Development Seminar

FOCUS AUDIENCE: Department Training Officers,
Company Training Officers, Certified Instructors

Saturday March 11, 2006 from 8:30am – 4:30pm

Improving Presentation & Training Skills

Speaker: KIM ALYN, Professional Trainer

People hate wasting their valuable time sitting through boring and irrelevant presentations. The tools and techniques you use in presenting make all the difference in the world! Whether you are conducting a training session, speaking to a Rotary group, running a meeting, or giving a staff report to city council, you need to be a great presenter. People will give up an entire day to learn something valuable from a presenter who knows how to deliver the information. But few people want to sacrifice even five minutes of their time for something they consider a waste!

Don't waste anyone's time. This highly rated workshop will provide you with the tools and techniques you need to become an outstanding presenter, trainer, or speaker. The instructor brings over 20 years of speaking and presenting experience to this session and promises to deliver exactly what she preaches! Subtopics include: Myths about command presence, conquering fear of public speaking, key elements of a great presentation, why presenters annoy their audience, how to avoid those mistakes, how to use presentation aids, and how to identify and purge your annoying speaking habits.

Course # IDS 0638, Course fee \$55.00

Fire Service Instructor Development Seminar is scheduled from 8:30 am until 4:30 pm at the Connecticut Fire Academy. Lunch is included. Acceptance confirmation notices with directions will be mailed approximately two weeks prior to the start of the program. Students canceling seven days in advance of presentation will receive a full refund. Complete the CFA Student Application on the reverse side of this form to register. Application forms can be duplicated or downloaded at ct.gov/cfpc and returned via fax or mail with payment. Additional questions can be directed to Program Manager Mark Salafia phone 877-528-3473 ext 286 or email mark.salafia@po.state.ct.us.



About Kim Alyn

Kimberly Alyn is an author and a professional speaker and trainer. She is the owner of Perfect Presentations, a company dedicated to training seminars for corporations, small businesses, and municipalities. She specializes in the fire service, offering instruction on promotional process, conflict prevention and resolution, leadership skills, public speaking, command presence, communication skills, writing skills, and sexual harassment. Kim has been a featured presenter at a variety of fire conferences including Firehouse World, FDIC Indiana, FDIC West, Fire Resue Conference, and Fire Tech Reno. Kim speaks and trains in fire departments throughout the United States.

Kim is the author of *Public Speaking is Not for Wimps*, *How to Deal With Annoying People* (with Bob Phillips, Ph.D.), *101 Leadership Reminders*, *My Favorite Sarcastic Sayings*, *Pillars of Success* (with contributors Brian Tracy and former Secretary of State General, Alexander Haig), and *It's Not Brain Surgery—Simple Tips to Getting a Grip on a More Successful Life* (due for release 2006).

STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
CONNECTICUT FIRE ACADEMY

34 PERIMETER RD • WINDSOR LOCKS, CT 06096 • 860-627-6363 • TOLL FREE 1-877-528-3473 • FAX 860-654-1889 • www.ct.gov/cfpc

STUDENT APPLICATION FORM

CONNECTICUT FIRE ACADEMY

STUDENT APPLICATION

A separate application is required for each course.
Please print/type and mail/fax with payment to:
CFPC, 34 Perimeter Road, Windsor Locks, CT 06096-1069
• Fax (860) 654-1889

Last Name

First Name

Home Address

City

State Zip

Phone (Home)

Work

Cell

Pager

Fire Department/Organization

Email

Are you 18 years of age or older? ☐ Yes ☐ No
(No one under 18 is allowed to participate in hands-on programs)

ID Number — — — - — — — —

Your ID Consist of the First (3) Letters of your last name
and Last (4) number of your social security number
Example: John Adams - SS # 000-00-5555
The new ID # will be ADA-5555

As Chief of the

Fire Department or as Supervisor of the
organization,

I hereby authorize the above applicant to participate in the program below and, therefore, understand that the above-named individual will be covered by my organization's Worker's Compensation Insurance while participating in such training, and that the Commission on Fire Prevention and Control, its commissioners, officers, agents or employees shall not be liable for any injuries sustained during such training.

This applicant is considered by my department's standards to be physically and emotionally fit to perform firefighting evolutions without special considerations, and where applicable, to meet the 29 CFR 1910.134 standard for the use of respirators (Self-Contained Breathing Apparatus).

Chief or Supervisor Signature

No application will be accepted without tuition, authorized signature and proof of prerequisite (if needed).

☐ Proof included. Register me for the following course:

Course Title

Course #

Date(s) Tuition

Method of Payment — Payment is required at time of registration. Faxes must include Credit Card or Purchase Order #.

☐ Check made payable to CFPC

☐ Purchase Order #

☐ VISA ☐ MasterCard Card #

Card Holder's Name:

Card Holder's Signature: Exp. Date: